
YEAR 7 INFORMATION PACK



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Welcome to The Appleton School



We are very much looking forward to welcoming you in September to The Appleton School and are excited for you to experience what school life is like here. As part of our induction programme this year, we have compiled this booklet for you with key information for September. Here you will find information about the curriculum, different school policies and procedures, as well as term dates, uniform and equipment.

We hope you find this booklet helpful and please do not hesitate to contact us if you need any further information.



Ms S Cox
Headteacher

Vision, Values and Ethos

The Appleton School is committed to ***'Achieving Excellence' together***; providing an ordered, inclusive and stimulating learning environment in which all students are encouraged to achieve at their highest level. It is determined that all students should be valued through the provision of a broad, relevant, balanced and challenging curriculum properly catering for individual needs. Such valuing is encouraged within an atmosphere of mutual respect amongst all those involved in the learning process. The school recognises its role within the broader community. It identifies learning as a lifelong process and values the contribution made by parents and others to the creation of a partnership. Within this partnership, and through the learning programme, students will develop skills, attitudes and values that properly prepare them to accept the challenges and responsibilities of adult

Principle Values

Our values help us towards our vision of ***'Achieving Excellence' together*** and help students develop essential qualities and behaviours that promote responsible and respectful citizenship, as well as personal and social growth

- **Respect:** Recognise the value we all give to society. Recognise we are all different from one another and deserve respect. Care for our immediate and wider environment
- **Resilience:** Embrace the opportunity to face challenges. Value the chance to learn and grow from both our successes and mistakes. Adapt to change and manage stress to overcome set-backs
- **Community:** Commit to making a positive contribution to our Appleton Family. Value and connect with our diverse community with purpose and pride
- **Aspiration:** Commit to ambitious individual goals and have high expectations. Demonstrate motivation to thrive in all areas of our lives



Respect

Recognise the value we all give to society. Recognise we are all different from one another and deserve respect. Care for our immediate and wider environment. With respect being fostered by our community we will **excel together**.

Resilience

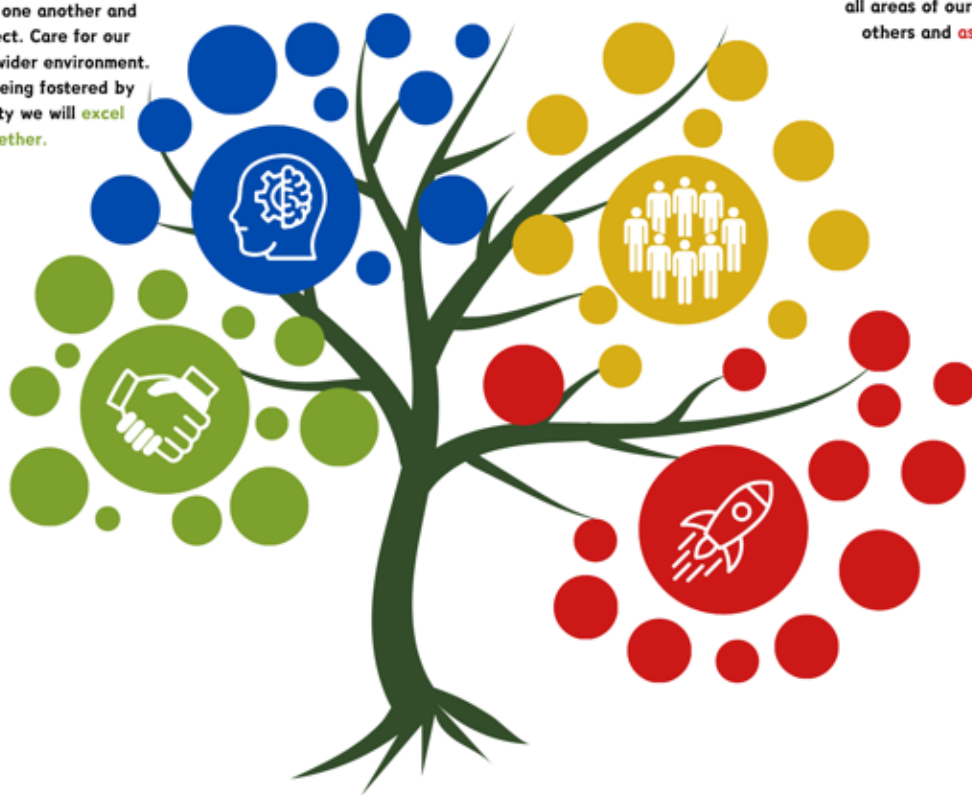
Embrace the opportunity to face challenges. Value the chance to learn and grow from both our successes and mistakes. Adapt to change and manage stress to overcome set-backs, leading to us to **persevere together**.

Community

Commit to making a positive contribution to our Appleton Family. Value and connect with our diverse community with purpose and pride. By working together we will **innovate together**.

Aspiration

Commit to ambitious individual goals and have high expectations. Demonstrate motivation to thrive in all areas of our lives. To inspire others and **aspire together**.



Achieving Excellence

2025 – 2026 Term Dates

Please be aware the Autumn term begins for Year 7 students on Tuesday 2nd September 2025. Students on this day will be the only year group in, other than 6th form students. All other year groups will return to school on Wednesday 3rd September.

The Appleton School Term and Holiday Dates Academic Year 2025-2026

September 2025							October 2025							November 2025							December 2025							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
									1	2	3	4	5							1	2	1	2	3	4	5	6	7
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					
29	30																											
January 2026							February 2026							March 2026							April 2026							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
			1	2	3	4							1							1			1	2	3	4	5	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				
														30	31													
May 2026							June 2026							July 2026							August 2026							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30	
																					31							

School Holidays	Bank Holidays
Weekends	Staff Training Day (students not in school)
Week A	Week B

Autumn Term:	Monday 1 September 2025 – Friday 19 December 2025 Half Term 27 October – 31 October	75 days
Spring Term:	Monday 5 January 2026 – Friday 27 March 2026 Half Term 16 February – 20 February	55 days
Summer Term:	Monday 13 April 2026 – Monday 20 July 2026 Half Term 25 May – 29 May, and May Bank Holiday – 4 May	65 days 195 days

Daily School Routines

Period	All Days	Length (Min)
Notice bell	08.25	5
Tutor Time/Assembly	08.30	15
Movement Time	08.45	5
Period 1	08.50	60
Movement Time	09.50	5
Period 2	09.55	60
Break	10.55	20
Movement Time	11.15	5
Period 3	11.20	60
Movement Time	12.20	5
Period 4	12.25	60
Lunch	13.25	30
Movement Time	13.55	5
Period 5	14.00	60
End of the Day	15.00	---

The school day begins at 8.25am with a notice bell, in preparation for the start of registration at 8.30am. The Year 7 assembly each week will take place in the registration period on a Monday morning.

Movement breaks between lessons have been scheduled to allow students enough time to go to the toilet if needed and then make their way to their next lesson, without being late. Movement time and break/ lunch are when students are able to use the toilets, but not during lesson time, unless they have a medical pass.

Students will be issued their timetables on the first day of term in September, along with their planners. Timetables are organised on a two- weekly basis.

Year 7 Curriculum

At the Appleton school it is important we expose students to a broad and balanced curriculum, providing them with the skills, knowledge and understanding to achieve their full academic potential, as well as develop them as well-rounded happy individuals. Our curriculum has been designed to aid transition into secondary school, to excite students and expose them to a wealth of different learning experiences. All students will study the following subjects in Year 7.

- English
- Maths
- Science
- History
- Geography
- French
- Religious Studies
- Computer Science
- Physical Education
- Food Technology
- Design and Technology
- Art and Design
- Creative Studies (Music and Drama)
- CAPE

Personal Development

Personal development underpins our entire curriculum. As well as the academic curriculum, we also have CAPE lessons, our tutor programme, enrichment and our Character Curriculum.

The purpose of the tutor programme is to provide students with consistency every morning, so that the tutor can check on student wellbeing, behaviour, uniform, and attendance. Each week a number of activities are also delivered during tutor, with a focus on Literacy and Numeracy, Current Affairs and our Character Curriculum. The Character Curriculum links into our School Vision, incorporating: Respect, Resilience, Community, and Aspiration. Our tutor programme enhances the curriculum offering with a particular focus on British Values and Equality, Diversity and Inclusion (EDI) as well.

All students at The Appleton School take part in CAPE (Citizenship and Achieving Personal Excellence) lessons once a week and develop a wide range of skills through the study of topics such as; democracy, rights & responsibilities, diversity, careers and healthy lifestyles. We give students the skills through CAPE to become informed, confident and active citizens.

We offer a broad and varied extra-curricular timetable for Year 7 students, with a number of clubs that run at break, lunch and after school. In September all students will attend an Enrichment Fair where they can sign up for these clubs.



READING AND LITERACY

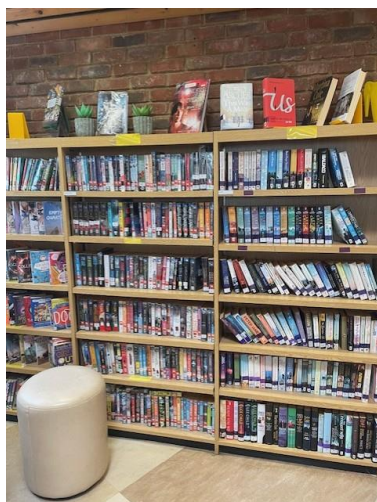
At The Appleton School, we love reading. We also know how important reading skills are to every curriculum area (not just your English lessons!) and the fundamental role that reading can play in supporting our emotional wellbeing.

Reading and Literacy activities are integrated into our Tutor Time programme, helping our young people to develop skills that will support them in all aspects of our learning. We also use Sparx Reader as an online programme to develop reading fluency and comprehension. This provides us with plenty of opportunity to reward those who read lots in their own time! At the start of the school year, we use Sparx to identify the reading ages of our students; this supports teachers in their planning, helping us to identify who may need additional support with their reading. Before the end of Term 1, you will be notified of your child's reading age in the form of a banded report. This will be accompanied with personalised next steps to help you to support or challenge your child with their reading at home.

Purple	MORE THAN ONE YEAR ABOVE ACTUAL AGE
Pink	ONE YEAR ABOVE ACTUAL AGE
Green	ON TARGET - READING AGE IN LINE WITH ACTUAL AGE
Orange	ONE YEAR BELOW ACTUAL AGE
Red	MORE THAN ONE YEAR BELOW ACTUAL AGE

Our reading vending machine takes pride of place in our school foyer. Once students have reached the milestone of 50 achievement points, they will be rewarded with a token for our special vending machine. Students are able to use this token to select a book, for free, which is theirs to keep as a reward for their hard work.

We also have a well-stocked school library where students can loan books. We have a wide range of fiction and non-fiction books, as well as a staff section. Our brilliant librarian makes sure that we keep up to date with literary charts, so you're likely to find modern novels in our "new reads" section. We have comfy seating available for those who like to spend their break time reading, plus a working area for students who would like to use the library to complete homework.



Attendance and Punctuality

Attendance is very important here at The Appleton School. The expectation is that every student is in school every day and attendance is closely monitored. Excellent attendance ensures your child has every opportunity to reach their potential and achieve success. Research shows a direct link between pupils' attendance at school and their progress and attainment. If students do not attend school regularly, they may struggle to keep up with school work and poor attendance can affect a child's ability to make and keep friendships; a vital part of growing up as well.

There may be times when your child has to miss school because they are ill. We ask that you refer to the NHS guidance 'Is My Child Too Ill for School' when deciding if you should keep your son/daughter at home. <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>. Absences for minor illnesses such as coughs, colds, headaches, sore throats, fever, stomach aches, period pains and when generally feeling poorly are not considered by the NHS as reasons to be absent from school and it is unlikely these absences will be authorised. If your child meets the criteria outlined in this guidance, you should send the school a message via Arbor or call the school ideally before 8.30am. This is the case each day your child is absent.

Medical Appointments

Children may have to attend a medical or dental appointment in school time. However, you should try to make routine appointments such as dental check-ups during the school holidays or after school hours. Permission to leave school during school hours can only be granted in advance on receipt of a written request from parents. Students who do need to leave for a medical or dentist appointment must sign out at student services and sign back in once they return to school.

Holidays in Term-Time

Following guidance from the Department for Education, any applications for holidays to be taken in term time will not be authorised unless in exceptional circumstances. If holidays are taken during term time, we can request that the local authority issue a penalty notice which is issued per parent, per child.

Punctuality

Being organised and on time for school is an important life skill. Students that arrive late to school are given a next day after school 20-minute detention. If there is an unforeseen circumstance which means that your child is late to school, we ask that you contact the school to make us aware.

At The Appleton School we close our registers at 9.30am. If a student arrives after this time they will receive a U code which marks them present for safeguarding purposes but is counted as an unauthorised absence. This will have a negative impact on the student's attendance.

It is likewise important that students are punctual to each lesson. Students arriving late to lessons will also be issued an after school detention.



Learning Outside the Classroom



Introduction

At The Appleton School we believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. These, often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They stay with us into adulthood and affect our behaviour, lifestyle and work. They influence our values and decisions we make. They allow us to transfer learning experienced outside of the classroom and vice versa.

What experiences do we intend to offer?

Our intention is to offer a range of experiences to all students so that by the age of 16, 100% are able to answer 'yes' to six or more of the challenges set out below:

1. I have taken part in a public event -either public speaking, sports, dance or concert or visual arts.
2. I have taken part in a play, musical or reading that involves either acting, speaking or helping with the production.
3. I have attended a special workshop event or been on an educational visit and experienced a 'live performance'.
4. I have been on an educational visit that involves an overnight stay.
5. I have helped others through voluntary activities.
6. I have been to an artistic or sporting event at a major venue.
7. I have attended a special workshop event or been on an educational visit and improved my understanding of other languages, cultures, faiths and political systems.
8. I have been on an educational visit (field-work) that has improved my knowledge and understanding of either history or geography.
9. I have attended a special practical workshop or been on an educational visit that has involved some element of 'personal development', or 'adventure' and 'risk-taking'.
10. I have attended a special workshop or been on an educational visit and experienced mathematics or cutting-edge science or technology.

What careers education do we intend to offer?

- Multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace.
- First-hand experience of the workplace, such as work visits, work experience and/or work shadowing.
- Encounters with universities and other schools, colleges and workplaces (so that our students can understand the full range of career-based learning opportunities that are available to them).
- Personal guidance from a career advisor.

The school will celebrate all areas of success whether it is in the classroom, on a stage, sports' pitch or court, whether at school or out of school. Students who take on significant challenges above and beyond their daily school commitments are recognised by The Appleton School reward system.

For further information, please see our 'Learning Outside The Classroom' Policy on our school website.

*“...memories of school trips
and special events stay with
people for a life time...”*



Rewards System

The aim of The Appleton Rewards System is to foster a positive culture based on praise and reward, leading to consistently high standards of work and behaviour. It encourages pupils to take responsibility for their own learning as well as behaviour. We want to maximize opportunities for all students to participate in, to contribute to and gain enjoyment from their education. Students in Year 7 are able to achieve the following rewards:

Attendance Badge- Certificates of attendance and a badge is awarded at the end of each term to the students who have achieved 100% attendance. Students are also awarded with a Headteacher's certificate and a badge at the end of the year for achieving 100% attendance throughout the year.

Achievement Points- Achievement points are awarded during lesson time for Aspiration, Resilience, Community and Respect, our four school values. Students are awarded with a Bronze certificate when they have achieved 45 achievement points, Silver certificate when they have achieved 80 achievement points and Gold certificate when they have achieved 120 achievement points or more. There are also Character Curriculum Awards linked to these as well.

Golden Tickets- Each week four students from each year group with the most achievement points is rewarded with a "Golden Ticket" allowing them to go in the front of the queue in the canteen

Bronze Headteacher Award- Year 7 students can apply for a bronze award, but that have to meet certain behaviour, attendance and contributions to the community criteria.

Subject Badges- Students can gain subject award by collecting stamps using "Loyalty Cards" over eight weeks each term by demonstrating characteristics in at least two different categories as follows.

Community and Character Based Crest- These badges are awarded to students for demonstrating; Honesty, Kindness, Responsibility, Respect and Integrity in the community.

Ambassador badge- Students are awarded for an ambassador badge for their contribution to the school community, especially for the support and respect they show to their peers.

Jack Petchey- The Jack Petchey Achievement Awards are presented to recognise a personal triumph for a student who has faced a challenge, a young person who has pushed themselves outside of their comfort zone or it may be an opportunity to recognise the outstanding efforts of a team player.

Student Leadership

At The Appleton School, we are proud of our Student Leadership Team, who undertake various leadership roles within our Appleton community. The Student Leadership Team are passionate about making a difference. As part of the Appleton family, the members of the Student Leadership Team develop and acquire a range of leadership skills which include: problem solving, communication skills, leading by example, being accountable, having a proactive attitude and many more.

We are very proud of the students who undertake a Student Leadership role. There are 29 different roles that pupils can apply for, and over 400 positions available across the whole school. To support students with applying, each leadership role has a job description, an application process and students will receive a 'salary'. Achievement points and a range of different rewards are given as their 'salary' and these are all issued half termly. All students also receive a badge for their role, which they wear on their blazer with pride.

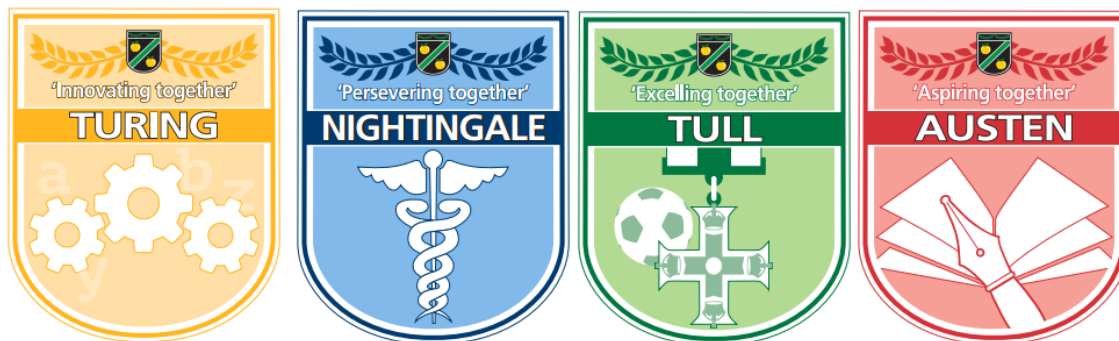
Here are few examples of Student Leadership roles your child can join in Year 7:

- Form House Captain
- Student Council Member
- Well-being Leader
- Diversity Leader
- MFL Leader
- Recycling Leader
- Peer Mentor

Although each Student Leadership role has its own "Salary" and rewards attached to it, the most valuable reward is the opportunity to attend the Student Leadership Conference which allows your child to further develop their leadership skills through various workshops and guest speakers.



House System



All students when starting The Appleton School are assigned one of our four houses; Nightingale, Austen, Tull and Turing. Points are awarded towards the house system through achievement points, subject challenges and through whole school events. The house system was introduced in 2022 and you will be the fourth-year group joining the school houses. Each house member is issued a badge that will show the house that the student belongs to. Students will be required to wear these as part of their uniform.

Each week the leader boards are updated outside of the Head of Year's office. The house that has won at the end of each term is rewarded with a prize in their form. At the end of the year the House Cup is awarded to the overall winners of the year. This becomes very competitive and the more that students participate in activities throughout the year, the more points they can win for their House, taking steps to victory.

Each Form has two house captains that are asked to attend meetings and feedback information to their form. This is a great opportunity for students to gain leadership roles and skills through additional responsibilities. It is their duty to encourage other members of the form to participate in events that are happening and liaise with other captains for whole form events.

Last year we had events in English, Art, PE, Business, Computing, MFL and Food and Design Technology. There was a Christmas card and logo competition, a range of different sporting events, a reading challenge as well as a bake off to name a few. All students that take part are awarded points and the winners are given additional points for their houses.



Mental Health and Wellbeing

At The Appleton School we take a whole school approach to promoting positive mental health. We recognise that children's mental health is a crucial factor in their overall wellbeing and can affect their learning and achievement.

Our role in school is to ensure that children are able to manage times of change and stress, are supported to reach their full potential and can access help when they need it. Through our assemblies and tutor programme, CAPE and pastoral support we help students become more resilient, happy and successful learners. We teach students the skills and understanding needed to keep them selves mentally healthy. We also help children to develop social skills, building strong friendships and supporting each other when needed.

As well as being able to speak to any member of staff regarding any possible concerns they may have, a student can also use the 'Never Acceptable' reporting system on our school website where students can anonymously report anything of concern to us. We also offer a counselling service in school for any child who may benefit from this additional level of support.

MindCare@Appleton

We are delighted to invite you to a special space dedicated entirely to student well-being and happiness – the Appleton MindCare Hub. This page has been thoughtfully crafted with our students needs in mind, offering practical strategies and valuable resources to support your child's physical, emotional, and psychological well-being.

Here, you'll discover strategies, tips, and insights to cultivate a healthy and balanced lifestyle. Whether it's dealing with stress, managing emotions, or finding ways to stay active and positive, we've got you covered.

It's also a place to access essential resources and information shared for significant wellbeing events that matter to our Appleton Community. Whether its exam preparation, or wellness campaigns, you'll find timely updates and helpful resources right here. Remember, your well-being is of utmost importance, and we are committed to providing you with the tools and knowledge you need to flourish.



[What Is Resilience?](#)



[Mindfulness Exercises](#)



[Sleep Management](#)



[Healthy Eating](#)



[Study Space](#)



[Events & Resources](#)



[Contacts](#)

Behaviour for Learning

We place great emphasis upon good behaviour. We expect all pupils to play their part in seeing that the school is a place where there is a well-ordered and safe environment where pupils can learn and achieve to the best of their ability. Our core values: Respect, Resilience, Community and Aspiration are used to model 'The Appleton Way' and underpin our expectations for behaviour.

In the classroom we follow a three-stepped approach if students fail to meet our core values:

- A- Ask**
- B- Remind**
- C- Consequence**

Consequences can range from behaviour points, detentions, being removed to a different classroom or an SSA referral. An SSA referral is where students can no longer remain in a classroom and are removed, continuing their learning in isolation. This then automatically leads to a 1 hour after school senior detention.

Each half term students are given an expectation/ rewards card. This needs to be kept in their blazer at all times and placed on the table every lesson. The expectation card is signed for a number of reasons; littering, uniform, conduct during social time, punctuality etc. If students receive 5 signatures, this results in an SSA 1-hour detention after school. Students who do not get any signatures will have their cards collected and entered for a prize draw each half term.

On the opposite side of the expectation card, is the rewards side. Teachers will recognise positive conduct around the school site, signing this side of the card for students. This will generate achievement points and further rewards once completed.

The loss of/failure to produce this card will result in an instant SSA detention

 **Expectations Card**

Issue No: _____ Name: _____

Teacher Initial: _____ Form: _____

	1	2	3	4	5
Code					
Staff					
Date					

U – Uniform **S – Swearing** **L – Littering** **P – Punctuality**
E – Equipment **G – Chewing Gum** **C – Canteen Code**
Co – Corridors **M – Mobile Phone/Earphones**
EDI – Equality, Diversity & Inclusivity **PE – PE Kit**

The loss of/failure to produce this card will result in an instant SSA detention

 **Reward Points**

To recognise your efforts around the school e.g. picking up litter, being kind, holding doors open, etc.

Reason for positivity	Date	Staff
Helpful ☐ Picked up litter ☐ Held a door open ☐ Being kind ☐ Other: _____		
Helpful ☐ Picked up litter ☐ Held a door open ☐ Being kind ☐ Other: _____		
Helpful ☐ Picked up litter ☐ Held a door open ☐ Being kind ☐ Other: _____		
Helpful ☐ Picked up litter ☐ Held a door open ☐ Being kind ☐ Other: _____		
Helpful ☐ Picked up litter ☐ Held a door open ☐ Being kind ☐ Other: _____		

At The Appleton School, every lesson starts in the same way, with our 'Meet, Greet, Seat and Repeat' routine.

In the first 10 minutes of lessons at Appleton we...



Meet

We will welcome students at our classroom doors.



Greet

We will start our lessons with a warm hello, addressing any issues such as uniform before students enter the classroom.



Seat

Students will be directed to their designated seat, according to teacher seating plans.



Repeat

Lessons will begin with retrieval practice to help students commit knowledge to their long term memories.



Home Learning

Good quality home learning can advance the way students learn and greatly improve their social and intellectual development. At The Appleton School, we are passionate about supporting our students through their academic journey and recognise the importance of setting appropriate home learning tasks on a regular basis.

Research shows that parental involvement in their children's learning is a key factor in improving children's academic attainment and achievements. Here are some ways that parents can support their child with their home learning:

- Talking regularly with them about their learning.
- Asking them to explain their work. This is the best form of revision.
- Undertaking family learning together
- Understanding your child's day-to-day progress
- Ensuring that your child develops a routine when it comes to home learning tasks.
- Encouraging them to complete home learning tasks every night and read as much as possible.
- Providing your child with a quiet place in which to study and where possible a table or desk at which to work.
- Ensuring that your child regularly checks Show My Homework. Parents can also monitor Show My Homework as well.
- Giving praise and positive encouragement

Satchel: One

Satchel: One is an online platform used by all staff to set home learning tasks. Year 7 students are encouraged to write their home learning tasks in their school planners, as well as check Satchel: One. Both students and parents will be provided with login details in September. This tool allows parents to also keep track of their child's home learning tasks. You will be able to see the details of the tasks your child has been set, as well as their submission status and grades. Year 7 students will be issued home learning tasks daily, following a timetable that will be shared with them in September.



Home Learning Club

In order to provide support to our students who are unable to complete home learning tasks either because they need further support or do not have access to the technology, home learning club is available in the Resource Centre from Monday to Thursday after school from 3.00 pm to 3.30 pm.

The Resource Centre is also available to your child during mornings from 8.00 to 8.30am as well as break time and lunch times (except on Wednesday) to complete their homework independently or carry out further independent research.

Remote Learning

In the event of a school closure, whether a snow day, maintenance issue or a more extended school closure, learning will take place remotely. Remote learning will be accessed via Microsoft Teams and students will have training on how to navigate this platform in September. There is also a Remote Learning page on our school website where further work can be accessed.

School Uniform

The wearing of full school uniform is compulsory for all school sessions and any journeys to and from the school site. This policy encourages students to identify with the school while promoting a positive, purposeful atmosphere during the working day.

All the items listed are designed with smartness, practicality and availability in mind. Please note there are a few changes to our uniform for all Year 7 students starting with us. We have introduced a formal black kilted skirt and our ties have been updated with our House colours. Please be assured we will notify you with what House your child has been allocated to in due course, so you can purchase the corresponding tie.



Our school uniform and PE kits are available to buy from the following suppliers:

Main School Uniform

Penn School Uniform Shop, 15 Kents Hill Road, South Benfleet SS5 5PN <https://pennuk.com>
Tel: 01268 751724

You are also able to book a new starter uniform fitting appointment with Penn UK, please see link <https://pennuk.com/appointments/>

Physical Education Kit

School Sports 4U Uniform shop Romford Shopping Hall, Unit 114, 43 Market Place RM1 3AB <https://schoolsports4u.co.uk>

We have organised an additional fitting evening with School Sports 4U on the 18th June at The Appleton School and further information will be shared at the Welcome Evening about this.

You can of course buy certain items such as shirts and trousers that do not need a school badge from high street stores, but purchases need to be in line with the guidance on the following page.

All Students:

- A plain black blazer with The Appleton School badge. Blazers may be purchased from any retailer, (but must be a blazer, not a fitted jacket). The School badge, which is available to be purchased from the school or PENN UK, is to be sewn to blazer breast pocket. Alternatively, blazers with integral pre-embroidered badge are available from PENN UK.
- Plain white formal shirt with collar, buttoned to the neck; **to be tucked in at all times.**
- School House clip-on tie*, fastened over the top shirt button and based on your child's House allocation.
- Plain black formal trousers, tailored in style, and long enough to cover the top of the shoe.
Jeans, leggings, jeggings, harem-pants, combat trousers, those with large buckles, very skinny or very wide styles are not permitted.
- The Appleton School black kilt skirt with green piping*, (optional alternative to trousers). No other skirt is acceptable, **however school trousers can be worn as an alternative. Please note, the school skirt has an approved length of 22 inches and should be worn no shorter than two inches above the knee and must not be rolled up at the waist.**
- A plain black 'V' neck pullover is optional, but if worn it must be a plain school jumper (**No branded jumpers, hooded tops, sweatshirts or tracksuit tops**).
- Plain black tights or black or white ankle socks. **Knee length socks are not permitted.**
- School Shoes – Formal practical black leather (or faux leather alternative) shoes which must have a heel and black laces (where appropriate). Shoes with visible brands or emblems or logos are not permitted. **Canvas shoes, flat sole shoes, trainers, high heels or boots of any kind are not permitted.** This includes those with medical needs. Where reasonable adjustments apply and with supporting medical evidence e.g a doctor's letter, we accept alternative footwear, but without visible branding. This would be reviewed on an individual needs basis. **Please refer to our '[Shoes](#)' page on our school website for further clarification on the shoes that are acceptable.**

*Denotes items only available from PENN UK

Excessive make-up is inappropriate; students should not wear false eyelashes, nail polish or acrylic nails. Students are not allowed to wear bracelets, nose studs or any other piercing. Students are allowed one ring of sensible size, a watch and one stud earring in each ear.

Any student failing to adhere to this policy will be expected to remove the item immediately or will be placed in our reflection room.

Inappropriate block colouring, streaks or highlights, as well 'under-cutting', 'tramlines' or 'carving' hair is not permitted. Please note that students' hair should also always be a natural colour. Tattoos or body art should not be visible.



The Appleton School

CLIP-ON HOUSE TIE



FORMAL PRACTICAL BLACK LEATHER SHOES

(Or faux leather alternative) which must have a heel and black laces (where applicable)

Not Permitted:

Sports brands, emblems or logos, Canvas shoes, flat sole style shoes, trainers, high heels or boots



PLAIN BLACK FORMAL TROUSERS

Long enough to cover the top of shoe

Not permitted:

Jeans, cropped trousers, stretchy, jersey or lycra.
Skinny-fit trousers, jeggings or leggings,
brushed cotton/ chino style trousers

Or

BLACK KILTED SKIRT WITH GREEN PIPING

Approved length 22 inches

Not permitted:

Stretchy, jersey, lycra or tube style skirts



MAKE-UP AND JEWELLERY

- No false eyelashes
- No nail polish or acrylic nails
- Students are allowed one ring of sensible size, a watch and one stud earring in each ear, no other piercings are permitted.
- No other jewellery allowed





APPLETON BADGED GREEN PE TOP

Optional:

Appleton Badged 1/4 Zip Training Top

Appleton Badged Rain Jacket



**APPLETON BADGED
BLACK PE SHORTS**

**APPLETON BADGED
PE SPORT LEGGINGS**

Or

**APPLETON BADGED
TRACKSUIT BOTTOMS**

**PLAIN BLACK SPORTS
TRACKSUIT BOTTOMS**



TRAINERS



Physical Education Kit

Compulsory

- Appleton badged Green PE top*
- Appleton badged Black PE Shorts*
- Plain black knee length Football socks
- Plain colour swimming trunks or plain colour one-piece swimming costume and goggles
- Trainers
- Football boots
- Shin pads
- Gum Shield (required for rugby)

Optional

- Appleton badged Rugby shirt*
- Appleton badged ¾ Zip Training Top*
- Appleton badged Black Tracksuit Bottoms *or Appleton badged PE Sport leggings*
or, alternatively, plain black sports tracksuit bottoms
- Appleton badged Rain Jacket*
- Towel for shower use

*Denotes PE kit items only available from the uniform supplier

Safety

To maintain the existing high standards of safety, the school follows the recommendations of Essex County Council in its “Safety in P.E.” Handbook. **“Watches, jewellery and earrings, belts with metal buckles and other unnecessary encumbrances likely to prove dangerous to the wearer or to others, should not be worn”.**

The support of parents in implementing this policy when students are taking part in PE activities would be most appreciated and is clearly in the best interests of all students involved.

Pre-loved Uniform

We have a donation box available in our main reception for donated clothes, a half-termly pre-loved uniform sale will be organised and communicated to parents through the Parent Bulletin. Any urgent requests should be directed to info@theappletonschool.org

School Equipment

So that students can apply themselves swiftly and effectively to any task required of them, it is recommended that they carry with them each day the following range of items: **C → Compulsory R → Recommended**

Equipment		Tick ☒
C	A large, waterproof bag	
C	A rubber and sharpener	
C	A 300mm ruler (marked in inches)	
C	Two good lead pencils (HB)	
C	At least two pens (black or blue)	
C	An angle measure and a compass	
C	A scientific calculator	
C	A reading book (This can be borrowed from the Library)	
C	A green pen (To be used for 'Repeat' activities at the start of every lesson)	
R	A French dictionary (<i>Collins Easy Learning</i> or <i>Oxford Learner's French Dictionary</i>)	
R	A glue stick	
R	A pencil case large enough to carry the above	
R	An English dictionary	
R	A pair of round nosed safety scissors	
R	A selection of coloured pencils (not felt tips)	

Students will **not** need all this equipment on their first day, please do contact the school if you need any help or advice.

Pastoral Team

During Year 7 there may be times where students need advice or personal guidance from a member of staff who know them well. We have a dedicated pastoral team to support students throughout their Appleton Journey as well as guide them through the transition from Primary to Secondary school. Your child's tutor will have regular daily contact and will come to know each student in their tutor group very well. Students will be able to turn to them if they need help or support, as well as the Assistant Head of Year assigned to Year 7, the Head of Year and linked Assistant Headteacher.

Tutors are often the first port of contact for students in school, as well as parents who wish to raise or discuss any concerns. Please feel free to contact them and encourage your child to seek their help in school as well should they need it.



Frequently Asked Questions

Will my child be in a tutor group with all their friends?

There will be 10 tutor groups in total in Year 7. These are all mixed ability groups and contain a mixture of students from a number of primary schools. Please be assured we do always make sure students are with someone from their primary school but this may not be their close friends. Those students who come from their primary school by themselves we place in tutor groups together to help support them in making friends.

How do I contact the school if I have a question or concern?

In September, there are a number of key staff in the school you can contact with any questions you may have. We would recommend your child's tutor to be the first port of call. They will be able to answer any queries you have in regards to the day to day life of the school and will also be able to support with any friendship or transition concerns. If it is a subject related question, if you call our main reception, you can ask to speak to the subject teacher. If they are unavailable, they will call you back. Any other queries, you can ask to speak to the Year 7 Pastoral Team.

How do I know how well my child is progressing at school?

In the first half term Year 7 will receive an initial settling in report and there will be a parents evening where you can book a time to meet your child's Tutor and discuss how well they have settled in and any concerns to date. There will also be termly reports shared with you, outlining your child's progress in each of the different subject areas. These reports will also identify their attitude to learning in both classwork and homework as well as key targets for improvement.

You will also get notifications from Arbor each day, informing you of any achievement and behaviour points logged for your child so you can monitor this closely.

What do I do if my child loses something at school?

We have a lost property that students can check if they lose any items. We also strongly recommend they put their name and tutor group in all their PE kits and uniform. Sometimes items will get lost or swapped by accident in the PE changing rooms and name labels will help us to return these to the correct student

How do I keep in touch with school news?

We have a weekly parent bulletin that is shared with parents, which includes key upcoming events, notices as well as an opportunity for us to celebrate the successes of particular year groups, subjects or individuals. We also

have an Instagram and Facebook account which will update you daily on key information, events and achievements. Our school website is also updated daily with school news.

What are the lunchtime arrangements in September?

Students for the first 2 weeks in September will have an extended lunch. Instead of 30 minutes, this will be 45 minutes, allowing students to queue up and buy food before other year groups are then dismissed from their lessons. Students can buy their food from the canteen or we have an outside pod area as well where students can also purchase food. At both these venues are seating areas where students can eat their pack lunches or purchased food.

What time is the school open in the morning?

Our school site opens to students at 7.30am. We have a number of extra-curricular clubs that run in the morning before school that students are able to attend. The canteen starts to serve breakfast at 8am and the notice bell for tutor time is at 8.25am.

What are the bus arrangements?

Many students attending Appleton often travel to school via bus. Please be aware we no longer offer a school bus service. In recent years this has always proved a lot more expensive for parents than public transport effecting the uptake and how viable this is to offer. There are a number of different bus routes in Benfleet for students to use:

- Z3 - Amazon Tilbury - Southend
- 1 - Southend - Hadleigh - South Benfleet - Thundersley - Rayleigh
- 3 - Chelmsford - East Hanningfield - Rayleigh - Leigh On Sea - Southend
- 21C - Canvey - South Benfleet - Hadleigh
- 21 - Southend - Canvey (Newlands, Creek Road)
- 22 - Canvey (Leigh Beck) - Basildon Bus Station
- 27A - Southend (Travel Centre) - Canvey (Leigh Beck)
- 27 - Southend Travel Centre - Canvey (Leigh Beck)
- 28 - Southend Travel Centre - Basildon Bus Station
- 68 - Leigh On Sea - Westcliff On Sea - Southend Pier (Circular)
- 827 - Southend, Travel Centre - Canvey Leigh Beck

Essex County Council provide free bus passes for students who attend their catchment school but live more than three-miles from the school. For more information and to apply, please follow this website address <https://www.essex.gov.uk/school-transport>